

November 7, 2002

VASQUEZ BROS PAINTING & HIC  
831 South E. Street  
Oxnard, CA 93030

THD: Billing Instructions  
Time & Material Contract No. 1246228

Dear Sirs:

Time & Materials subcontracts awarded by the California Institute of Technology/Jet Propulsion Laboratory are cost reimbursable and subject to an audit of billed cost by JPL or the cognizant audit agency. It is our understanding that your basic accounting records are kept at the above address. If that is not the case, please advise us.

We request that your billings be prepared on COMMERCIAL invoices in accordance with current government procurement procedures. Please submit the original and two copies of commercial invoices to the Jet Propulsion Laboratory, Subcontract Payment, MS 601-208. A current month billed amount and a cumulative billed total must be reflected on the invoice. The Subcontractor is responsible for withholding fee in accordance with the terms of the Subcontract. The Subcontractor's name on invoices must be exactly the same as stated in the Subcontract. Remittances will be made to the address on the invoice unless a separate "Remit To" address is indicated.

Costs billed in accordance with the terms of the Subcontract will be provisionally paid, subject to audit. At any time before final payment under this Subcontract, JPL may audit previously paid invoices. Upon receipt of the invoice, which you designate to be your "Completion Invoice", a final audit will be performed.

A format for a sample invoice is attached as **Exhibit A** with detailed billing instructions. Upon submission, each invoice will be reviewed for adequacy. Any invoice found to be inadequate will be returned for correction and resubmission. If any questions arise with respect to your billings, please do not hesitate to contact your Subcontract Payment Auditor (name will be inserted) or call 818-354-7696 to determine the cognizant subcontract payment auditor for this Subcontract.

Sincerely,

\_\_\_\_\_, Manager  
Subcontract Payment Services Group

Attachments (2)

cc: (Name of Subcontract Manager)

## TIME & MATERIAL SUBCONTRACT BILLING INSTRUCTIONS

1. Subcontractor's name and address, including zip code.
2. Consecutive Page numbering.
3. Date of invoice preparation. Backdated invoices will **not** be accepted.
4. Subcontractor Invoice Number.
5. A mailing address where payment can be forwarded, if different from the main address.
6. Send Invoices to JPL's main address:  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
**Attention:** Subcontract Payment  
Mail Stop: 601-208  
Pasadena, CA 91109-8099
7. The JPL Subcontract number.
8. Payment terms as agreed upon (usually net 30 days, unless otherwise stated).
9. The Subcontract Work Order (CWO) number as assigned by JPL.
10. JPL week ending date(s) (must be a Sunday). Monday through Sunday represents the JPL workweek.
11. The JPL authorized project/task number.
12. Name of company performing work.
13. JPL badge number assigned to Subcontractor Employee.
14. Hours worked by Subcontractor Employee.
15. The hourly rate(s) as stated in Subcontract or Subcontract Work Order (CWO).
16. A subtotal, per category, of straight time hours, overtime hours, and extended dollar amounts.
17. Enter a description of the materials invoiced.
18. Invoice total on final page of the invoice.
19. Summarized invoice detail by CWO and Project Task, showing total cumulative dollar amounts
20. The printed name and signature of your company's authorized representative who can attest to the validity and accuracy of the charges appearing on the invoice.
21. Total Subcontract Value (also known as Total Estimated Cost).

**EXAMPLE OF A TYPICAL TIME & MATERIAL INVOICE**  
**Exhibit A – Project Task Detail**

(2) Page No. 1 of 1

Smith Engineering, Inc.  
123 Aerospace Drive  
Space City, CA 91234

(1)

(3) INVOICE DATE: 12/22/00

(4) INVOICE NUMBER: 13098

REMIT TO: File 12900  
P. O. Box 1234  
Arcadia, CA 91003

(5)

SOLD TO: JET PROPULSION LABORATORY  
CALIF. INSTITUTE OF TECHNOLOGY  
4800 OAK GROVE DR.  
PASADENA, CA 91109

(6)

Subcontract No.: 123444

(7)

(8) TERMS: Net 30 Days

Subcontract Work Order No.: 0025  
\$350,000.00

(9)

SUBCONTRACT VALUE: (21)

Week Ending Date: 12/17/00

(10)

JPL Project/Task No: 12345/1.33.4A

(11)

**LABOR**

(12)

			C U R R E N T						C U M M U L A T I V E		
			H O U R S		R A T E				H O U R S		
COMPANY	CATEGORY	BADGE	S/T	O/T	S/T	O/T	DOLLARS		S/T	O/T	DOLLARS
DON'S CARPET	FOREMAN	12345	16.0		45.65		730.40		22.0		1,004.30
TOM'S CARPET	JOURNEYMAN	00456	40.0	2.0	41.50	50.00	1,763.75		40.0	2.0	1,763.75
<b>SUBTOTAL LABOR</b>			<b>56.0</b>	<b>2.0</b>			<b>\$ 2,494.15</b>		<b>62.0</b>	<b>2.0</b>	<b>\$ 2,768.05</b>

(13)

(14)

(15)

(16)

**MATERIAL**

(17)

SHAW CARPET 2228810 1,886.43  
CARPET ADHESIVE 432419 322.49  
BIG D NAILS S1530027 22.79  
SALES TAX 192.70

2,424.41

**SUBTOTAL MATERIAL**

**\$ 2,424.41**

**\$ 5,003.25**

<b>SUBTOTAL</b>	4,918.56	7,771.30
LESS RETENTION	(245.93)	(388.57)
<b>TOTAL</b>	<b>\$ 4,672.63</b>	<b>\$ 8,159.87</b>

**EXAMPLE OF A TYPICAL TIME & MATERIAL INVOICE**  
**Exhibit A – Project Task Summary**

Page No. 1 of 1

Smith Engineering, Inc.  
123 Aerospace Drive  
Space City, CA 91234

INVOICE DATE: 12/22/00

INVOICE NUMBER: 13098

REMIT TO: File 12900  
P. O. Box 1234  
Arcadia, CA 91003

SOLD TO: JET PROPULSION LABORATORY  
CALIF. INSTITUTE OF TECHNOLOGY  
4800 OAK GROVE DR.  
PASADENA, CA 91109

Contract No.: 1234444

TERMS: Net 30 Days

Week Ending Date: 12/17/00

**SUMMARY**

CWO NO.	JPL PROJECT	JPL TASK	C U R R E N T			C U M M U L A T I V E		
			LABOR COSTS	MATERIAL COSTS	TOTAL CURRENT	LABOR COSTS	MATERIAL COSTS	TOTAL CUM.
0025	123405	1.33.4A	2,494.15	2,424.41	4,672.63	2,768.05	5,003.25	8,159.87
0026	105446	2.4.3.9906	456.92	23.46	480.38	456.92	23.46	480.38
0030	103099	4.345.5	4,556.03	5,094.90	9,650.93	25,095.99	15,998.05	41,093.05
<b>Subtotal</b>			<b>7,507.10</b>	<b>7,542.77</b>	<b>15,049.87</b>	<b>28,320.96</b>	<b>21,024.76</b>	<b>49,345.72</b>
<b>LESS: Retention</b>					<b>(752.49)</b>			<b>(2,467.29)</b>
<b>TOTAL DUE</b>					<b><u>\$ 14,297.38</u></b>			<b><u>\$ 46,878.43</u></b>

“I hereby certify that the above bill is correct and just,  
that payment therefore has not been received, and that the bill is  
presented with the knowledge that the amount paid will become  
the basis of a claim against the United States Government.”

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\_\_\_\_\_  
Authorized Signature